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GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE (ATAC)
MEETING NOTES
APRIL 16, 2015 – 10:00 to 10:45 a.m.
VIDEO CONFERENCE - CUYAMACA I-107 & GROSSMONT DISTANCE ED ROOM

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ATTENDEES – Aaron Starck, Brian Nath, Chris Hill, Chris Tarman, Dave Dillon, Donna Hajj, Eric Lane, Julie Kahler, Katrina VanderWoude, Kerry Kilber Rebman, Linda Jensen, Scott Thayer, Sue Rearic & Vanessa Saena

New and Relevant Issues to Be Discussed

1. Colleague

    a. Software Upgrade

        i. Pre-requisites and co-requisites, training– Brian Nath reported that there will be training for Instructional Operations.

        ii. Scheduled WebAdvisor upgrade 5/15 (Friday) – Brian Nath reported that Information Systems is working on this with Ellucian, it will be a 5 minute switch before 7 am. There will be nothing different for students, it will just be getting it up to date. Brian Nath also stated that Information Systems is working with Ellucian on how to stay up to date on upgrades always.

    b. 4 year CIP approval – VPs of Instruction / Instructional Office – Eric Lane emailed this to Chris Hill.

    c. Hire Letters – Prof Dev hours via Colleague (Target May) – Brian Nath reported that two columns will be added for Instructional Operations use for Payroll information, and that a meeting with Instructional Operations will be scheduled.

    d. Gainful employment reporting (July deadline) – Eric Lane reported the need to identify the needs for a full report, and there are new reporting requirements.

    e. Intermittent Re-Bill issue – Eric Lane will reach out to Caroline Althaus to see if there are any issues.

    f. Refund issue – two possible solutions (1. Java 2. Certificates) – Brian Nath reported that per Karen Kline, there are timing out issues on bulk refunds. Brian Nath & Eric Lane stated that Information Systems is working with Ellucian on this and the solution is an upgrade to Java that will happen within the next two weeks.

2. Summer Registration Priorities – changes – Brian Nath reported that athletes having priority and the 90 unit limit for special POPS did not make its way to the summer registration. Brian Nath posed the question of what would be the best way to revisit what the District wants for the summer registration. Chris Hill suggested that it be discussed at the DCEC meeting. Brian Nath will ask that it be an agenda item for DCEC's next meeting.

3. Secure Passwords – May 11th – Brian Nath reported that an email was sent regarding this, and that people will be forced to change their password on May 11th if they haven't already.

4. Performance issues – Cuyamaca – Brian Nath reported that he is aware of the time out issues at Cuyamaca, and Information Systems is working on the problem – they have installed software to do performance management and they will hopefully have some answers by Friday.

5. OpenCCCApply – Brian Nath reported that this is live.

    a. A&R Contacts (GC Laura M, CC Vanessa S)

    b. International – Brian Nath reported that this is still on the older XAP and will come forward over the summer. Supplemental – Brian Nath posed the question what will the supplemental questions be and where is it best to discuss that. It was decided it should be discussed at the Student Success Committee meeting next month.

6. Transcript Requests – Done? Communication? – Linda Jensen reported that Caroline Althaus said this was working fabulously. Aaron Starck & Cuyamaca also reported that this is working.

7. SARS-MSGS – PO rcvd by vendor – discussing installation and configuration – Brian Nath stated that he wanted it to be known that this software is for a low volume of text messages, not a high volume. Sue Rearic stated that Brian Nath is looking into the costs of a software that can handle a higher volume and

that would need to be discussed at the budget meeting. Brian asked that Courtney Williams and Dave Dillon give a sense of the number of text messages they think will be used.

8. Document Imaging – Further Implementation of Doc Types (FA, EOPS, DSPS, etc.) – Brian Nath asked if Dave Dillon and Donna Hajj could help with Doc Types. Donna Hajj stated that Brian Nath could reach out to Courtney Williams and herself for this. Dave Dillon stated that he could help, but felt that EOPS and DSPS should also be represented.

9. Degree Verification – Live

   a. Training from Vendor to be scheduled – Eric Lane will be scheduling the training.

   b. Training for A&R to do their own uploads – Eric Lane will be scheduling the training.

10. Roll out Office 2013 – Brian Nath stated that Information Systems will be doing an analysis of Grossmont's & Cuyamaca's computers RAM.

11. G39 Reports Live – Data Warehouse – Enrollment Management – Brian Nath reported that the server is live and that they have consultants helping. ASR Analytics is putting together a prototype.

12. Counseling - ImageNow profiles, and finishing Cuyamaca all counselor configuration – Done? – Donna Hajj reported that there is some more work to be done for this and the goal is for each Counselor to be able to upload to ImageNow. Dave Dillon reported that this is working well.

13. DART – Degree Audit Articulation – Training – Donna Hajj & Dave Dillon stated they would like training, and Brian Nath stated that he will get that scheduled while having an evaluation there as well for each college.

Information Items – Discussed as Requested

Ongoing Projects with Change in Status

1. CurricUNET – Engaged new vendors – scheduled May 14th – afternoon 4-5 vendors. – Katrina VanderWoude stated she would like this to be clarified that right now they are seeing who else is doing what, no vendors are actually being engaged.

2. Workday Deployment

   a. Material on the Intranet – check it out! (http://intranet.gcccd.edu/workday/meetings.html)

3. WebSites – next steps (Forms, Videos, etc., decommission of old server)

   a. Purchasing FormStack, and archive of old site options

4. Wireless – Prop V Project; goal is for 100% coverage and include planning for BYOD; engaged HP for discussion on entire infrastructure (coverage and capacity will be included) – Onsite visit done, waiting for report

5. SIRSI – Library system – moved – implementing MobileCirc to facilitate inventory – configuring iPads

6. HelpDesk Software – preparing vendor demo scripts

7. Securing Customer Information / Security – Plan – Steve Abat

Ongoing Projects

1. Colleague

   a. Academic Program / Major – waiting for follow up meeting – who should update and where

   b. DARS – For Students

      i. Performance issue fixed – load testing is next

      ii. IS working on WebAdvisor interface, Disclaimer, accessible off campus, security

2. Upgrade network Infrastructure

   a. New Firewalls purchasing

   b. Increase bandwidth across key college pathways

   c. Planning for new Core routers

<u>Meetings for 2015</u>

1. Consensus to schedule ATAC and ITAC as contiguous meetings; third Thursday of each month; ATAC starting at 10:00 and ITAC beginning at 10:50
2. Spring / Summer dates will be 5/21, 6/18, 7/16, 8/20